

Memorandum

Flex your power!
Be energy efficient!

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEFS, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: April 5, 2006

File: Division of Construction
CPD 06-3

From: ROBERT PIEPLOW 
 Chief
Division of Construction

Subject: Division of Construction Approved Contract Change Order Direction

The Division of Construction has updated and expanded the division's approved contract change order direction categories to the district in accordance with the attached, "Division of Construction's Contract Change Order Direction Matrix."

This matrix has been developed to explain the scope and subsequent action for each contract change order that requires Division of Construction approval. This direction is communicated in a written Division of Construction telecopy addressed to the district contract change order desk.

The inconsequential contract change order direction has been divided to include a new "ratify post performance" and "unauthorized direction" categories for contract change orders that require Division of Construction approval. Both "ratify post performance" and "unauthorized direction" categories will be measured and reported to the Division of Construction chief on a quarterly basis. This information will be tabulated, analyzed and shared with the Division of Construction field coordinators and management on a programmatic and district basis. It may also be used to reevaluate the appropriate level of contract change order delegation and authority to the district.

If you have any questions, please contact Michael Kissel, Chief, Office of Contract Administration at (916) 654-2467.

Attachment